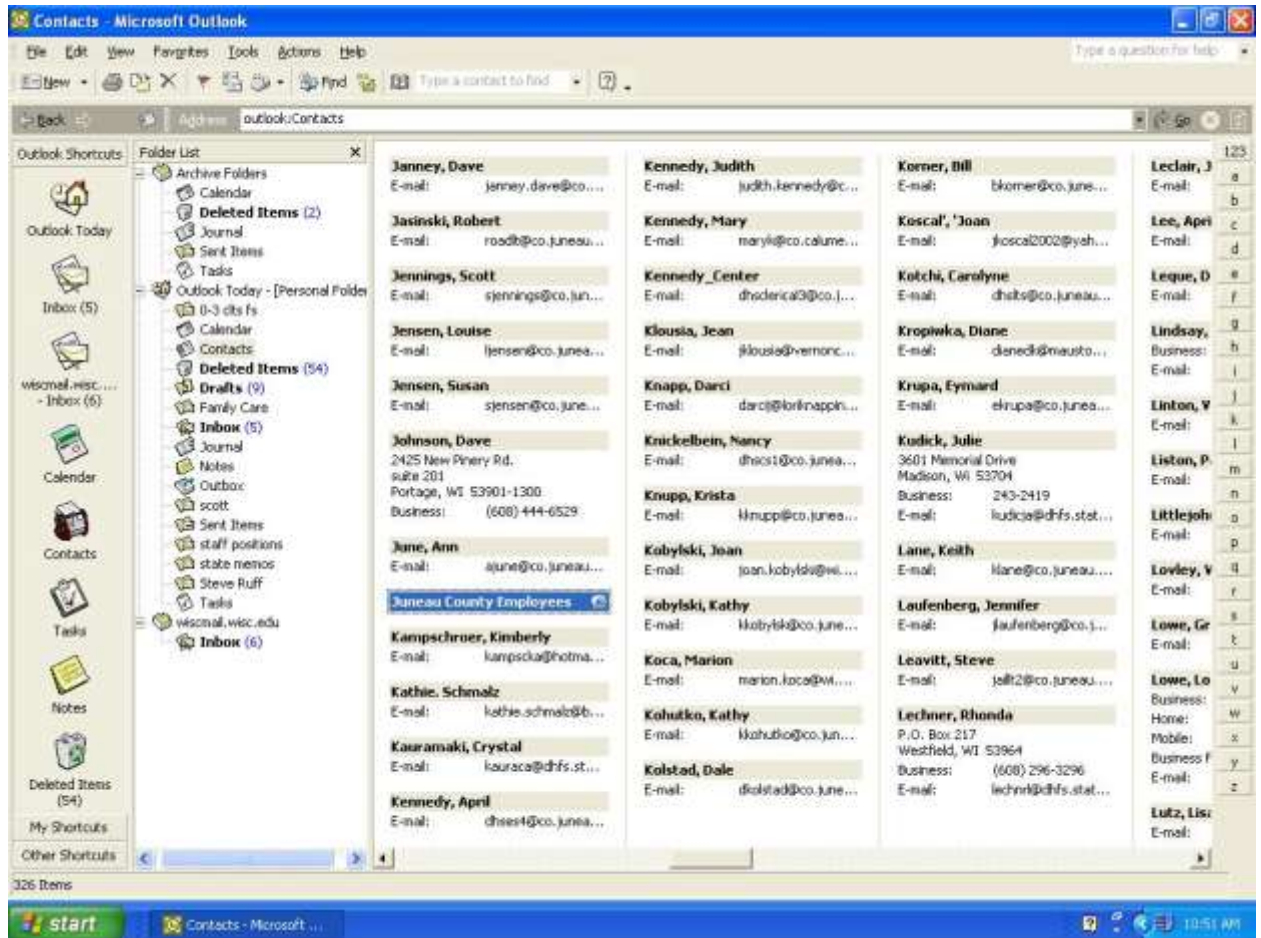


How to add to an existing distribution list

1. Open Outlook
2. Click on contacts
3. Find your distribution list



4.